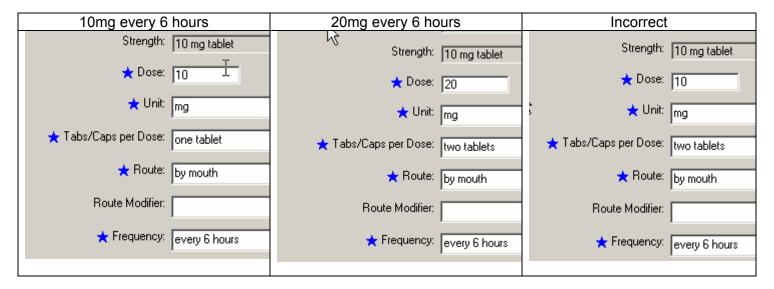
## **CRIS Medication Ordering Tips**

## General

- Use Quick Orders whenever possible. You can adjust these orders prior to submitting them, if necessary.
- **Do not mix session types**. You must enter take-home medications separately from other orders.
- When using the REORDER function, please review the entire order before submitting. Please be sure to remove or change any entries not relevant to that order (i.e. if you start with a Take-Home order and REORDER it to become an inpatient order, please 'uncheck' the Take-Home checkbox, remove the quantity, and remove any other information related to the take-home section of the form).

## **All Orders**

 Dose Field – Value entered should match the # of tabs/caps/mLs per dose times the strength (see below).



- When using the 'One Time Dose' frequency, always complete the Order Priority/Start Time field with 'Give(n) at' even though it's not a required field.
- STAT and NOW should only be used with the 'One Time Dose' frequency.
- Currently, the system uses pre-set start times for the frequencies (i.e. 'every 12 hours' is set to 9AM and 9PM). You can modify the start time for the 'every X hour' frequencies by selecting 'Start at' from the 'Order Priority/Start Time' field.
- Anything typed in the 'Administration Instructions' field will print on the label that is attached to the product.
- For oral and topical 'Non-formulary' medications, remember to include the drug name, strength, and dosage form in the 'Requested non-formulary drug' field.

## **Take Home Medications**

- Use TAKE HOME MEDICATION session type for ALL take-home medication orders.
- The 'Quantity' and 'Take-home Units' fields must be completed for all take-home medication orders. (Sometimes these are not pre-filled in the Quick Order Sets)